



**Tennessee Department of Transportation  
Environmental Division**

**Position Opening**

The Tennessee Department of Transportation's Environmental Division is accepting applications for an Assistant Director position in Headquarters office, Nashville, TN.

Application for the Assistant Director position requires completion and submission of the following three items:

1. Letter explaining applicant interest in the position
2. Resume not to exceed two pages
3. Written responses to the four application questions

The three items should be emailed to Ms. Paula Herrmann by 4:30 p.m. Central Daylight Time on **April 19, 2013**.

Ms. Herrmann can be contacted at [Paula.Herrmann@tn.gov](mailto:Paula.Herrmann@tn.gov) or 615-741-3655.



## **Tennessee Department of Transportation Environmental Division**

### **Minimum Qualifications for Assistant Director**

Bachelor of Science Degree in an environmental scientific discipline, civil engineering, or a transportation management/planning discipline from an accredited college or university and five (5) years of transportation or environmental regulatory experience.

Or

Master's Degree in environmental scientific discipline, civil engineering, or a transportation management/planning discipline from an accredited college or university and three (3) years of transportation or environmental regulatory experience.

#### **Position Description:**

This Assistant Director position will assist the Director in oversight or program operations and policy development for the Natural Resources Office, Facilities Compliance Office, Comprehensive Inspections Office, and the Beautification Section.

- Coordinates with the Director and Assistant Director of Project Delivery on Division office operations, major initiatives and project delivery
- Directs statewide Permits and Environmental Compliance efforts for TDOT to ensure compliance with all laws and regulations. This includes but is not limited to: NPDES, ARAP, USACE 404, and TVA 26(a) permits and environmental regulations including MS4, RCRA, EPCRA, TSCA, CERCLA, and UST
- Establishes and maintains relationships with other divisions to advance overall departmental objectives
- Manages staff to ensure they have the resources and skills needed to perform job duties
- Communicates policies, directions and priorities to staff, and reports status and progress of key projects to the Environmental Division Director and the Environment and Planning Bureau Chief/Assistant Commissioner
- Routinely coordinates with external regulatory agencies on project delivery, compliance, enforcement, and issue resolution

This position will require occasional statewide, overnight travel.

This is an Executive Service position.



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**Application Questions for Assistant Director**

*Please use a separate page for each question.*

When answering the application questions, you should use examples of work related experiences. If you do not have appropriate work related examples, non-work related examples are acceptable.

1. Give a specific example of a way you coordinated issue resolution of an environmental regulatory matter.  
What type of data did you use to perform your analysis?  
How did you get consensus with organizations involved?  
What was your biggest challenge in coordinating the resolution?
2. Give an example of a compliance-related idea or improvement you implemented that made a difference?  
Were there any impediments or delays to implementing your idea?  
If so, what steps did you take to offset the delay?  
What was the measurable outcome of your improvement to the organization?
3. Give a specific example of a situation in which you had to deal with conflict resolution in a work environment.  
Describe in detail how you handled both the person and the situation.  
How did this affect the overall outcome of the situation or issue?  
How did you document and communicate the outcome?
4. Explain in detail examples of professional and/or self-improvement skills you have developed or enhanced over the past two years.  
Were these prerequisites of your current position?  
How have they helped you to perform your job responsibilities?